

POSITION VACANCY ANNOUNCEMENT NO. #332

THE FOLLOWING NON-EXEMPT POSITIONS ARE AVAILABLE
FOR APPLICATION BEGINNING May 5, 2006

INTERNAL/EXTERNAL POSTING

Class Title: Examiner I
(This is an At-Will Position)

Division: Examination

Class Code: N21511

Position No.: 13107

Position Type:

Permanent: X Full Time

Pay Grade: 500

Temporary: Full Time

Salary Range: Annual \$36,981 Starting

Working Hours: 40 hours weekly

Duties:

1. Review and verify insurance company data regarding material assets, net worth, liabilities, capital stock, surplus, income and expenditures.
2. Analyze the more complex and material items to determine if proper and appropriate procedures are being implemented.
3. Participate, along with other examination staff, in examination of insurance entities for verification of accuracy and validity of annual statement filings.
4. Prepare financial statements, reports and exhibits, in accordance with prescribed regulation to reflect the establishments operating results, earnings, profits and other data based on exam findings.
5. May make recommendations regarding improving operations, financial position, and report methodology to company personnel.

Education, Skills, Abilities and Experience:

Knowledge of the theory and practice of higher accounting and examining. Skill in analyzing data and preparing reports. Ability to communicate effectively; to present comments, opinions and factual information clearly and concisely.

Knowledge of Microsoft Windows, Word, Access, and Excel is preferred. Proficiency in use of the computer system and equipment, including, but not limited to the operation of a personal computer and facsimile machine is essential.

Extensive In-state and out-of-state travel is required.

Bachelor's degree in business administration or related field with a minimum of 15 hours of accounting study, including 3 hours of auditing (one semester).

Require copies of your transcripts.

Deadline for Application: May 17, 2006

Position Available: Immediately

<p>PROCEDURE: If you feel you have the qualifications for the above position, you should obtain an "Application of Transfer" or fill out the attached form. Completed applications must be returned to Kathy Vandenberg.</p>
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